

Add program and AmeriCorps logos

Dear **Insert Candidate Name**,

Interview Date: **Insert Date**

Interview Time: **Insert Interview Start Time**

We look forward to meeting you at the upcoming XYZ AmeriCorps interview.

Directions to our office, **Insert Address**, and a list of the necessary documents you must bring to the interview are provided below:

Click here for directions:

Insert Hyperlink to Directions

All applicants **MUST** bring the following documents with them to the interview:

- Valid Driver's License or State Identification
- U.S. Birth Certificate, U.S. Passport or Lawful Permanent Resident Card
- Signed Social Security Card

Copies will be made of the originals and immediately returned to you. Failure to provide these documents at your interview will result in a delay of the interview process.

Please allow two hours for the interview process. If you have any questions, contact us directly at **Insert Phone Number** or e-mail **Insert Email Address**. Thank you for your interest in National Service.

Sincerely,

Insert Program Name AmeriCorps Staff